



CITY OF LODI COUNCIL COMMUNICATION

AGENDA TITLE: Adopt Resolution Authorizing City Manager to Execute Amendment No. 1 to Task Order No. 4 of Master Professional Services Agreement (\$163,712) with RMC Water and Environment, of Walnut Creek, for Water Meter Program Phase 2 Construction Administration and Appropriating Funds (\$164,000)

MEETING DATE: August 1, 2012

PREPARED BY: Public Works Director

RECOMMENDED ACTION: Adopt resolution authorizing City Manager to execute Amendment No. 1 to Task Order No. 4 of master professional services agreement in the amount of \$163,712 with RMC Water and Environment, of Walnut Creek, for Water Meter Program Phase 2 construction administration and appropriating funds in the amount of \$164,000.

BACKGROUND INFORMATION: On March 7, 2012, City Council approved Task Order No. 4 to the master professional services agreement with RMC Water and Environment (RMC) for construction administration of the Phase 2 construction project that includes the installation of 26,350 feet of pipe and 2,111 residential water meters.

Amendment No. 1 to Task Order No. 4 will substantially increase the construction inspection and documentation effort as the project proceeds to completion. The amendment will increase the authorized fee from \$416,993 to \$580,705. A copy of the approved scope of work and fee estimate is provided as Exhibit 1 and a copy of the proposed amendment to the scope of work and fee estimate is provided as Exhibit 2.

The approved scope of work and fee was based upon experience obtained during the Phase 1 construction project that included 4,220 feet of pipe and 3,998 residential water meters. The Phase 1 contractor methodically moved block to block, installing pipe and meters. This is unlike the Phase 2 contractor's methods that are geographically scattered over a large area with many meter crews engaged in the various installation stages (main tap, bore hole excavation, directional boring, connection to home service, backfill of excavation, surface restoration, temporary paving and final paving). In order to properly observe the contractor's work, document contract work, document extra work, and adequately deal with customer inquiries, it is necessary to have additional personnel in the field. The estimated cost for Amendment No. 1 is based upon the costs to date projected forward to the end of October, the project completion date.

The additional services included in Amendment No. 1 are summarized below.

Task 1 – The budget hours for responding to contractor requests for information, design clarifications, and changed field conditions is increased by 208 hours, at a cost of \$38,480.

APPROVED:

Konradt Bartlam, City Manager

Task 2 – Weekly project coordinating meetings with the City, contractor, and construction manager have been implemented in contrast to the monthly meetings anticipated. The additional cost is \$8,580.

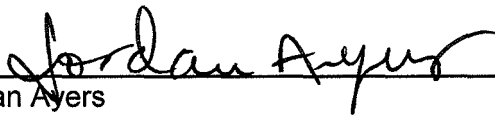
Task 3 – Field observation services have been expanded to include an additional full-time inspector and increased hours for the field interns. A total of 1,351 hours have been added, at an estimated cost of \$151,522.

Task 4 – The scope of work for this task is amended to eliminate a pilot program for computer field tablets to assist in the documentation of the construction activity. The cost is reduced by \$34,870.

The contract specifications cannot direct the contractor in the means and methods for completing the work. In this case, the means and methods require a higher level of staffing and support services than anticipated. In the future, it will continue to be a challenge to estimate the level of effort for construction support and management services prior to the start of the actual contract work.

FISCAL IMPACT: The cost of this amendment is included in the Water Utility Financial Model.

FUNDING AVAILABLE: Requested Appropriation:
Water Fund (181): \$164,000



Jordan Ayers
Deputy City Manager/Internal Services Director



F. Wally Sandelin
Public Works Director

FWS/pmf

Attachments

City of Lodi Water Meter Program
Task Order No. 4
Phase 2 Construction Management Services
Exhibit A - Detailed Scope of Work

The City of Lodi (City) Water Meter Program (WMP) Phase 2 Water Meter Installation and Main Replacement Project consists of the construction/installation of the following:

- Approximately 26,350 lineal feet of water main to replace existing, undersized mains located in backyard easements.
- Approximately 2,111 residential water meters and related water service improvements.

This Scope of Work (SOW) for construction management services associated with the City's WMP Phase 2 project includes four tasks described below for the various work components and the responsible person(s), the applicable work phase and duration for the task, the deliverables, and assumptions used in developing the scope of work and associated level of effort included in the budget. The performance of this SOW by Consultant is for the sole benefit of the City and shall not be relied upon or used by any third party without the express written consent of the City and Consultant.

Basis for Scope and Fee: The basis for the scope and level of effort shown in the budget is a construction contract duration of 210 calendar days (approximately 147 working days or 30 weeks), extending from March to October 2012. It is also assumed for staffing and level of effort estimates that there will be up to three pipeline construction crews for water main installation and up to one meter installation crew. This assumption has dictated assumed staffing for the project, which may need to be adjusted based on the contractor's actual crew deployment during construction.

Task 1 – Engineering Services During Construction (ESDC)

Purpose: The Consultant shall provide engineering services during construction to address review and respond to contractor submittals, prepare record drawings and to provide overall technical support to the City. The ESDC effort will be led by Tom Dugan (Resident Engineer - RE) and supported by the WMP Phase 2 design team of Mike Matson (Senior Reviewer), Kevin Smith (Project Manager), and Victor Alaniz (CAD Production).

Phase/Duration: Entire Contract Period; March - October 2012

Task 1.1 – Submittal Review

Consultant will review contractor submittals for compliance with the Contract Documents. Consultant will process submittals that require the engineer of record's review and approval. Consultant will prepare written submittal review comments for each submittal and provide the City submittal recommendations.

Assumptions:

- The level of effort is limited to the budgeted hours

Deliverables:

- Submittal review written comments and action recommendation (e.g. Make Corrections

Noted) on City standard form.

Task 1.2 – Clarifications and RFI Responses

Consultant will provide technical responses to contractor requests for information (RFIs), technical support to resolve field issues and conflicts and prepare Contract Document Clarifications (CDC) to clarify requirements of the work. Consultant will respond to RFIs and clarification requests as needed or as directed by the RE. Consultant may conduct site visits to gain an understanding of field issues if required.

Assumptions:

- The level of effort is limited to the budgeted hours

Deliverables:

- Written design clarifications and RFI responses to drawings and/or specification using standard RMC forms

Task 1.3 – Record Drawings

Consultant will prepare record drawings from the contractor's as-built WMP Phase 2 drawings.

Assumptions:

- Contractor as-built markups will be of sufficient content and quality for drafting into CAD files

Deliverables:

- Hard Copy: One (1) full size vellum drawing set
- Electronic: One PDF file set of drawings and the specifications, and one set of AutoCAD files

Task 1.4 – Permit Registration Documents (PRD)

Prior to the start of construction activity, the City of Lodi must apply for coverage under the General Construction Storm Water Permit (2009-0009-DWQ). The City will be required to file completed Permit Registration Documents (PRDs) and receive the State Water Resources Control Board (SWRCB) approval by being issued a Waste Discharger identification number (WDID).). The PRDs, along with SWPPP, will be prepared by the contractor and treated as a submittal. Consultant will support the City in reviewing the completeness and accuracy of the PRDs and SWPPP. The Contractor will serve as the "Data Submitter" and be responsible for uploading the documents to the SMARTS. The City will serve as the Legally Responsible Person (LRP) and will review the Consultant comments prior to the submittal being returned to the contractor.

Assumptions:

- The level of effort is limited to the budgeted hours

Deliverable:

- Consultant shall prepare written submittal review comments on the contractor's PRD, SWPPP, SWPPP amendments, reports, and filings for Notice of Termination (NOT).

Task 2 – Contract Administration

Purpose: The Consultant shall provide construction contract administration services throughout the WMP Phase 2 construction period. Services will include the subtasks described below. Contract administration activities will be led by Tom Dugan (RE) and supported by RMC and Nolte Vertical Five

(NV5) staff.

Phase/Duration: Entire Contract Period; March - October 2012 plus a one month closeout period.

Task 2.1 - Contract Award

The Consultant will support the City as needed during contract award and execution of the contract. Consultant activities during this period may include assisting the City with processing and reviewing the contractor's performance and payment bonds, and insurance certificates for general liability and property damage insurance, and workers' compensation.

Assumptions:

- The level of effort is limited to the budgeted hours

Task 2.2 - Pre-Construction Meeting

The Consultant will organize, prepare for and conduct the pre-construction meeting between the Contractor, Consultant, the City Construction Project Manager (CPM) and other key City staff.

Deliverable:

- Pre-Construction Meeting Agenda and Minutes

Task 2.3 - Monthly Progress Payment

The Consultant will review the Contractor's monthly payment request and recommend an action to the CPM, who will be responsible for approving the Contractor's monthly payment request. As a part of the pay request review process, Consultant will review contractor record drawing markups, monthly construction schedule update, dust control effectiveness and SWPPP implementation and make recommendations for withholding payment if these items are not in conformance with the Contract Documents.

Assumptions:

- Up to seven (7) monthly progress payment requests will be processed.

Deliverable:

- Monthly written pay request comments and recommended City action on City payment request form.

Task 2.4 - Contract Change Orders

The Consultant will be responsible for managing contract change order processing. The Consultant will identify potential contract change orders (PCOs) and coordinate with the CPM and Contractor regarding the PCO. The Consultant and CPM will meet with the Contractor to negotiate changes to the construction contract cost and schedule associated with the PCO. The Consultant will prepare a recommendation for action to the City for resolving the PCO and prepare contract change order documentation for acceptance by the City. Consultant will track all change orders through project acceptance.

The Consultant will review proposed construction change orders involving changes to the design intent. The Consultant ESDC staff will prepare design details, documentation and construction cost estimates as requested for change orders.

Assumptions:

- Up to two change orders will be processed for City approval

- Change orders will consist of an aggregation of PCO items consolidated into a single Change Order

Deliverable:

- PCO/CCO tracking log in MS Excel format
- Contract Change Order documentation

Task 2.5 - Schedule Review

The Consultant will review the contractor's initial baseline schedule and subsequent schedule updates. The review will include evaluation of schedule activities, logic, durations, critical path items, incorporation of constraints and requirements, progress of the construction.

Assumptions:

- Up to seven total schedule submittals (initial and updates) will be submitted by contractor

Deliverable:

- Written comments to the Contractor on the baseline and monthly schedule updates

Task 2.6 - Construction Progress Meetings

The Consultant will schedule and conduct monthly construction progress meetings with the CPM and Contractor. The Consultant will also informally meet with the contractor regularly to discuss progress and expected upcoming activity.

Assumptions:

- Up to seven (7) monthly progress meetings will be conducted by Consultant
- Lead inspector time for progress meetings is included in Task 3.1

Deliverable:

- Monthly construction meeting agenda and minutes in .pdf format via email

Task 2.7 - Public Noticing Support

The Consultant will support and oversee noticing tasks required of the Contractor ahead of work in areas of the City. The Consultant will review contractor notices and ensure that the contractor performs noticing as required in the Contract Documents. Consultant will develop and post to the City web page monthly construction fliers informing residents of the construction status and prepare and distribute up to 10 additional supplemental noticing documents. The Contractor will separately prepare and distribute construction notices to residents ahead of commencement of construction work in the affected neighborhood.

Assumptions:

- RE will support contractor and lead inspector efforts in public noticing to the level of effort in the Task 2.9 budget
- Lead inspector time for public noticing support is included in Task 3

Deliverable:

- Construction updates for City webpage posting
- Up to 10 supplemental notices in door hanger format

Task 2.8 - Meter Assembly Procurement Management

The Consultant will assist the City in reviewing the meter assembly manifests and condition of

the meters at time of delivery to the Contractor's warehouse. The Contractor will have ultimate responsibility for scheduling meter assembly deliveries with the meter supplier, and keeping the Consultant and/or City informed of the meter assembly delivery schedule.

Deliverable:

- Reviewed meter assembly manifests

Task 2.9- Project Closeout

Prior to final acceptance, the CPM, Consultant, and contractor will conduct a site walk and prepare an official punch list of all incomplete contract work items that the contractor must correct. The Consultant will also review the contractor's as-built records and confirm that all contract documents (i.e. warranties and guarantee) are complete and accurate. The Consultant will review the contractor's final pay request and prepare a letter of recommendation that the City accept the Contract work for the project.

Deliverables:

- Punch list of Incomplete Contract work items
- Letter of Recommendation for acceptance the Contract work for the project.

Task 3 – Field Observation Activities

Purpose: The Consultant will provide limited inspection services throughout the construction period. Services will include general field observation and inspection tasks, mainline and meter installation inspection and/or observation, and providing and coordinating specialty inspections and testing for the project. The task lead will be Bill Ballou (Lead Field Inspector).

Phase/Duration: Entire Contract Period; March - October 2012

Task 3.1 - Monitor Field Activity

The Consultant will direct and coordinate field observation services necessary to monitor compliance with the Contract Documents. The Consultant is responsible for directing and documenting field inspections and observations consistent with the requirements of the Contract Documents. The Consultant will document construction activity, record construction progress, and track field changes to main replacement plan and profiles and meter installation plans. The contractor will be responsible for the official as-built markup drawings. Monitoring and coordination activities will include:

- Requesting and have performed special testing/inspection as necessary (e.g. soil backfill and AC pavement compaction, concrete sampling and testing);
- Assigning field staff to areas of construction activity;
- Communicating with field staff to maintain a consistent field observation and inspection practice;
- Tracking time and materials force account work, including verifying proper documentation from contractor;
- Coordinating service shut down and restoration requests with the City MSC staff;
- Checking materials and equipment against qualified products list and submittals and respective certificates of compliance;
- Checking certified laboratory test and field test reports.

The Consultant will coordinate daily with the contractor to assess performance and work

progress. The Contractor is responsible for quality control of its work and full compliance with contract documents; the Consultant is responsible for quality assurance for the Contractor's work. The Consultant will enforce compliance through the use of Advisory Notices and Non-compliance Notices to the extent provided for in the Contract Documents.

Task 3.2 – Replacement Water Main Installation

The Consultant will be responsible for observing and reporting for the following pipeline installation activities:

- Reviewing the Contractor's activities (means and methods) to ensure performance that meets the requirements of the Contract Documents;
- Verifying that the appropriate and submitted materials are being used in accordance with the manufacturer's recommendation and the Contract Documents;
- Coordinating daily with the Contractor and/or CPM;
- Recording construction activity (Daily Inspection Reports);
- Reviewing Contractor's as-built mark ups at least monthly;
- Witnessing the mainline hydrostatic pressure tests and disinfection in accordance with the Testing and Inspection Summary Table in Task 3.4, including collecting samples for Bac-T testing by City as requested by the contractor and the City;
- Verifying proper installation of 1-inch service "hot taps" on existing and replacement water mains;
- Verifying abandonment of water mains.

The Consultant will complete daily field inspection reports for days when field inspection and observation are performed to document construction and inspection activities.

Task 3.3 – Meter Installation

The Consultant will provide, oversee and direct field intern observer(s) who will be responsible for observation of the meter installations, 1-inch and 2-inch service line installations (mainline to dwelling), and the abandonment of backyard service lines. The Consultant activities may also include:

- Witnessing water meter installations, backyard service abandonments, and 1-inch service "hot taps" to the mainline;
- Documenting meter installation and field condition changes on the Phase 2 in-field meter installation database.
- Preparing daily reports when in the field and tracking field changes to the plans.
- Coordinating amongst the Consultant team regarding the contractor's work sites, activities, and potential contract deviations.

Task 3.4 – Materials Testing

The Consultant will provide the services of a materials testing firm that will be available on-call to perform soil backfill compaction, concrete sampling and compression testing, asphalt concrete compaction, and related sampling and testing. The Consultant will schedule specialty inspections and testing, observe sampling and field tests and review test results. The Testing and Inspection Summary Table below provides an estimated number of tests expected to be performed for the project.

City of Lodi
Water Meter Program Task Order No. 4

Testing and Inspection Summary Table

Activity	Method	Est. Testing Frequency	Test Description/Notes	Quantity	Specification Reference
Soils Testing					
Trench Section					
Bedding	Cal Test 231; ASTM D7380	Test every 500-lf to achieve a relative density of 90%	Test imported material to verify contractor's submittal	53	Special Provision 6-19; Standard Specification 19-5; Standard Detail 501A & 506
Haunching	Cal Test 231; ASTM D7380	Test every 500-lf to achieve a relative density of 90%	Test imported material to verify contractor's submittal		Special Provision 6-19; Standard Specification 19-5; Standard Detail 501A & 506
Pipe Zone/Final Backfill	Cal Test 231; ASTM D7380	Test every 500-lf to achieve a relative density of 92%	Test imported material to verify contractor's submittal		Special Provision 6-19; Standard Specification 19-5; Standard Detail 501A & 506
Structures and Manholes	Cal Test 231; ASTM D7380	Compaction test around all manhole & structures; R.C. 92%	Test imported material to verify contractor's submittal	10	Special Provision 6-19; Standard Specification 19-5; Standard Detail 501A & 506
Yard Restoration	Cal Test 231; ASTM D7380	Landscaped areas 85% for top 6-inches	No testing anticipated for private yards	0	Special Provision 6-19.05
Subgrade Compaction (Sidewalks/Drive)	Cal Test 231; ASTM D7380	Compaction test: 90% min 8-inch (typ.), 90% 12-inch commercial driveway	No testing anticipated of private property; Minimal testing within Public Right of Way.	5	Special Provision 6-19.05
Concrete Testing					
Curb and Gutter, Sidewalk, Driveway	Cal Test 521; ASTM C39	Conduct slump test (4-inch slump, 3000 psi	No testing anticipated of private property; Minimal testing within Public RW to verify mix design performance.	10	Special Provision 6-19.05
AC Testing					
Trench	Cal Test 308, 309	Test AC density every 400 lf	Perform Nuclear Gauge Density Test	53	Special Provisions 6-39
Street Patch (Class E)	Cal Test 308, 309	Test AC density upon request	Perform Nuclear Gauge Density Test	20	

Purpose: The Consultant will provide document and project management services, including project closeout documentation activities. This task will be led by Tom Dugan (RE). An optional service is included that would develop and implement a protocol to test field tablet computers for field staff data entry.

Phase/Duration: Entire Contract Period; March - November 2012

Task 4.1 – Construction Document Management

The Consultant will maintain a working copy (digital format) of construction documentation and will maintain activity logs. The Consultant will also administer the submittal review process. The Consultant will review the Contractor's submittal schedule for completeness and will provide written comments to the Contractor. The Consultant shall retain copies of all submittal documents and ensure that an accurate file is available for ready retrieval throughout the project.

The following list of documents that will be included in the project construction documentation file:

- Submittals and Shop Drawings
- RFIs and Design Clarifications
- Progress Payment Requests
- Potential Change Orders
- Change Orders
- Pending Claims
- Work Change Directives
- Inspector Daily Reports
- Material Testing Reports
- Construction Meeting Minutes
- General Project Correspondence
- Construction Photos
- Contractor Project Schedule and Updates
- Meter Assembly Manifest and Field Data
- Project Closeout Summary (i.e. Contractor's request for acceptance, warranty and guarantees)

Assumptions:

- Construction documentation will be stored on and made accessible to the City through RMC's FileShare FTP site.
- Consultant will provide FTP site access information (user name and password) to CPM.
- City will be responsible for downloading information and documents for its use.
- City will request that Consultant upload information to the FTP site to maintain content control with Consultant.
- Consultant will utilize a part time intern to enter field data from field staff into the field database

Deliverables:

- Compiled construction documentation organized by type and ordered by serial number or chronologically

Task 4.2 – Conformed Phase 1 and Phase 2 Database

The Consultant shall merge the Phase 2 construction database with the Field Reconnaissance database delivered to the City under Task Order No. 1. The addition of construction records to 2010 field reconnaissance information will provide a valuable source of asset management data to the City. This merging was not completed for Phase 1. The Phase 1 construction database

would be merged as part of this task.

Assumptions:

- City will provide Consultant with up to date list of Assessor Parcel Numbers (APN) in the City. Consultant will merge databases using Assessor Parcel Numbers.
- Consultant will review merged database and, where possible, combine data fields from the different datasets that contain similar information. The objective of this exercise is to make the three datasets comparable to one another in a single database. Extraneous data will be removed from database.
- Consultant will identify APNs that are not rectified throughout the three data sources; however, the Consultant will not rectify datasets.

Deliverables:

- Updated access database file with conformed 2010 field reconnaissance data, Phase 1 construction data and Phase 2 construction data.
- Transmittal TM describing the additions to the database.

Task 4.3 – Project Management and QAQC

The Consultant will perform project management activities, including preparing monthly invoices and Task Order progress reports, coordinating with and reporting to City staff on project progress against the scope, budget and schedule; and managing subconsultant activities and progress. The Consultant shall also implement a quality assurance program for the project and conduct quality control reviews on work products.

Assumptions:

- Management activities over a 7 month construction duration and one month project closeout phase

Deliverables:

- Monthly invoices and progress reports

Task 4.4 – Pilot Program for Testing of Field Tablets for Construction Reporting and Documentation

The Consultant will develop a testing protocol and acquire limited equipment and software to test and evaluate an electronic means of entering construction data, information and documentation. Consultant will work with City staff to develop some basic goals and objectives for field use of tablets on construction projects, including interfacing with the City's existing information systems to upload and download data and documents.

Assumptions:

- The tablet and software expense is limited to the budgeted amount
- The City will provide input on its goals and objectives that will be the basis for the testing protocol
- The extent of protocol development and testing will be limited to the budgeted labor hours
- Use of the tablet will be in addition to the field observation and reporting activities and will not replace them

Deliverable:

- Testing protocol TM with recommendation for tablet and software (.pdf format via email)
- One computer tablet device with installed software and licenses
- Evaluation report summarizing the results of the testing (.pdf format via email)



Fee Estimate

City of Lodi - Water Meter Program Phase 2 Construction Management Services

Construction Management Services						Intern Hourly Wage		OH Burden	Profit	Total Multiplier																					
						\$ 20.00	\$ 20.00	160%	10%	286.0%																					
Tasks						RMC Labor				Nolte Labor				Outside Services				ODCs		Total											
						Mike Matson	Tom Dugan	Kevin Smith	Admin	Accounting	Field Intern Observer	Field Intern Observer	Carlos Felix				Victor Alaniz	Bill Ballou	Nolte	Nolte				Neil Anderson, Inc.							
						PJC Tech Support	RE	Design PM	Project Administrator	Project Accountant	Intern 2	Intern 1	IT Support	Total Hours	Total Labor Costs (1)		Lead Engineer	Inspector	DB Support	CAD		Total Hours	Total Labor Costs (2)		Materials Testing	Subtotal	Sub Consultant Total Cost (3)	ODCs	Total ODCs (4)	Total Fee	
						\$265	\$195	\$185	\$95	\$110	\$58	\$58	\$125				\$150	\$140	\$90	\$60											
Task 1: Engineering Services During Construction																															
1.1 Submittal Review						2	16	8						26	\$5,130							0	\$0			\$0	\$0		\$0	\$5,130	
1.2 Clarifications and RFI Responses						2	24	16						42	\$8,170							0	\$0			\$0	\$0	\$350	\$385	\$8,555	
1.3 Record Drawings							16	16						16	\$2,960		32	8			90	130	\$11,320		\$11,320	\$12,452	\$570	\$625	\$16,039		
1.4 Permit Registration Documents														16	\$3,120								0	\$0			\$0	\$0	\$0	\$3,120	
Subtotal Task 1:						4	56	40	0	0	0	0	0	100	\$19,380		32	8	0	0	90	130	\$11,320	\$0	\$11,320	\$12,452	\$920	\$0	\$1,012	\$32,844	
Task 2: Contract Administration																															
2.1 Contract Award							16							16	\$3,120							0	\$0			\$0	\$0		\$0	\$3,120	
2.2 Pre-Construction Meeting							16	16						16	\$3,120								0	\$0			\$0	\$0	\$140	\$154	\$3,274
2.3 Monthly Progress Payment							28							28	\$5,460								0	\$0			\$0	\$0		\$0	\$5,460
2.4 Contract Change Orders							24							24	\$4,680								0	\$0			\$0	\$0		\$0	\$4,680
2.5 Schedule Review							14							14	\$2,730								0	\$0			\$0	\$0		\$0	\$2,730
2.6 Construction Progress Meetings							28							28	\$5,460								0	\$0			\$0	\$0	\$490	\$539	\$5,999
2.7 Public Noticing Support							30							30	\$5,850								0	\$0			\$0	\$0		\$0	\$5,850
2.8 Meter Assembly Procurement Management							40							40	\$7,800								0	\$0			\$0	\$0		\$0	\$7,800
2.9 Project Closeout							32							32	\$6,240		16					16	\$2,240	\$2,464		\$2,240	\$2,464	\$250	\$275	\$8,979	
Subtotal Task 2:						0	228	0	0	0	0	0	0	228	\$44,460		0	16	0	0	0	16	\$2,240	\$2,464	\$35,000	\$158,480	\$174,328	\$8,480	\$9,328	\$236,932	
Task 3: Field Observation Activities																															
3.1 Monitor Field Activity														0	\$0			147				147	\$20,580			\$20,580	\$22,638		\$0	\$22,638	
3.2 Replacement Water Main Installation														0	\$0		588					588	\$82,320			\$82,320	\$90,552	\$5,480	\$6,028	\$96,580	
3.3 Meter Installation														882	\$51,156		147					147	\$20,580			\$20,580	\$22,638	\$3,000	\$3,300	\$77,094	
3.4 Materials Testing						8								8	\$2,120								0	\$0	\$35,000	\$35,000	\$38,500		\$0	\$40,620	
Subtotal Task 3:						8	0	0	0	0	882	0	0	890	\$53,276		0	882	0	0	0	882	\$123,480	\$35,000	\$158,480	\$174,328	\$8,480	\$9,328	\$236,932		
Task 4: Document Control Management																															
4.1 Construction Document Management						4	80		40					34	\$36,120								0	\$0			\$0	\$0	\$250	\$0	\$36,395
4.2 Conformed Phase 1 and Phase 2 Database							12	32						44	\$8,260								0	\$0			\$0	\$0		\$0	\$8,260
4.3 Project Management and QA/QC						4	30		24	16				74	\$10,950		28					28	\$4,200			\$4,200	\$4,620		\$0	\$15,570	
4.4 Pilot Program for Testing of Field Tablets							40	80					32	156	\$27,680		60					60	\$8,400			\$8,400	\$9,240	\$2,000	\$2,200	\$39,100	
Subtotal Task 4:						12	162	112	64	16	0	270	32	668	\$82,990		28	80	0	0	88	\$12,600	\$0	\$12,600	\$13,860	\$2,250	\$2,475	\$8,979	\$13,783	\$116,993	
TOTAL						24	448	182	64	16	882	270	32	1888	\$200,108		60	968	0	88	1118	\$149,648	\$38,008	\$184,648	\$203,104	\$22,530	\$24,783	\$31,783	\$416,893		
Full Time Equivalents						2%	38%	13%	5%	1%	75%	23%	3%	160%		5%	82%	0%	8%	95%		255%					3.0%				

- The individual hourly rates include salary, overhead and profit.
- Subconsultants will be billed at actual cost plus 10%.
- Other direct costs (ODCs) such as reproduction, delivery, mileage (rates will be those allowed by current IRS guidelines), and travel expenses, will be billed at actual cost plus 10%.
- RMC reserves the right to adjust its hourly rate structure and ODC markup at the beginning of the calendar year for all ongoing contracts.

City of Lodi Water Meter Program
Task Order No. 4
Phase 2 Construction Management Services
Amendment No. 1
Exhibit A - Detailed Scope of Work

The City of Lodi (City) is implementing the Water Meter Program (WMP) Phase 2 Water Meter Installation and Main Replacement Project construction consisting of:

- Approximately 26,350 lineal feet of water main to replace existing, undersized mains located in backyard easements.
- Approximately 2,111 residential water meters and related water service improvements.

The City authorized Task Order No. 4 to RMC Water and Environment to provide construction management services during the Phase 2 construction project. This Amendment No. 1 to Task Order No. 4 Scope of Work (SOW) addresses additional effort required to manage construction beyond the effort assumed in the original Task Order No. 4. Performance of this SOW by Consultant is for the sole benefit of the City and shall not be relied upon or used by any third party without the express written consent of the City and Consultant. The primary reasons for increasing the level of effort include:

- The approach to construction by the City’s contractor has been geographically scattered, requiring field inspector to cover a large area. The completed Phase 1 construction project, used as a model for this project, was done in a methodical block-by-block geographical approach that kept construction activities within a tight radius.
- Additional meter installation crews, including separate preparation and restoration crews, has extended the effective time for each installation, requiring repeated visits by intern field observers to document construction methods and results.
- Community concerns are more than anticipated, primarily due to unknown or conflicting distribution system conditions that have required the City and the RMC Construction Management team to investigate and resolve on a case by case basis.

Basis for Amendment No. 1 Scope and Fee:

The basis for the scope and level of effort shown in the budget is the projection forward, to the end of the construction contract, of the recent level of effort required to manage the City’s contractor and their construction schedule and approach to ensure a successful project for the City. The construction contract is expected to continue to the end of October 2012. The additional level of effort included in this Amendment No. 1 includes one additional full time main line pipe inspector (two total) from May through August and additional field intern observer hours through October 2012. This level of effort for field staff is higher than assumed in the original staffing plan for the project.

Task 1 – Engineering Services During Construction (ESDC)

Purpose: The Consultant shall provide engineering services during construction to address review and respond to contractor submittals, prepare record drawings and to provide overall technical support to the City.

Phase/Duration: Entire Contract Period; March - October 2012

Amendment No. 1:

This Amendment No. 1 adds man-hour level of effort required to document, address and respond to a greater number of RFIs from the contractor that were not anticipated in the original Task Order No. 4 scope of work and budget. It is assumed for purposes of establishing this amended budget that most RFIs and submittals have been addressed as of the end of May and that the principal remaining work item under Task 1 is preparation of record drawings.

Task 2 – Contract Administration

Purpose: The Consultant shall provide construction contract administration services throughout the WMP Phase 2 construction period. Services will include the subtasks described below. Contract administration activities will be led by Tom Dugan (RE) and supported by RMC and Nolte Vertical Five (NV5) staff.

Phase/Duration: Entire Contract Period; March - October 2012 plus a one month closeout period.

Amendment No. 1:

This Amendment No. 1 adds man-hour level of effort required for preparing for, conducting and documenting the decisions made during additional regular construction meetings. The original Task Order No. 4 scope and budget were based on monthly meeting frequency. At the City's direction and starting in the first week of May, RMC is now conducting weekly construction meetings.

Task 3 – Field Observation Activities

Purpose: The Consultant will provide limited inspection services throughout the construction period. Services will include general field observation and inspection tasks, mainline and meter installation inspection and/or observation, and providing and coordinating specialty inspections and testing for the project. The task lead will be Bill Ballou (Lead Field Inspector).

Phase/Duration: Entire Contract Period; March - October 2012

Amendment No. 1:

This Amendment No. 1 provides for one additional mainline field inspector and additional hours for field intern observers to cover contractor operations.

The additional mainline field inspector is needed through August 2012 to allow the lead field inspector to more actively coordinate and document contractor claims of extra work due to unexpected utility conflicts, changed conditions, delays, and other reasons. A total of 648 additional main line inspector hours are provided for observation of water main replacement methods and results and documentation thereof from May to the end of August 2012. This second main line inspector was not included in the original Task Order No. 4 scope and budget.

A total of 286 additional hours are also provided for the lead field inspector to increase presence on the water main replacement and meter installation components of the construction project. The lead field inspector will take on additional field responsibilities for discussing contractor concerns relative to field conditions, utility conflicts, potential extra work activities and document these items for review and action by the Resident Engineer. The additional lead field inspector hours will provide full time inspection and documentation of contractor activity through October 2012. The level of effort for mainline field inspectors in the original Task Order No. 4 was a total of 882 hours from March through October 2012.

The total additional mainline field inspector labor is 934 hours.

The field intern observers were originally scoped and budgeted to provide 1,152 labor hours through September 2012 to observe and document meter installation construction methods and results and support documentation of the construction effort. Based on the current approach by the contractor, it is assumed that an additional 428 labor hours are required to observe meter installations by the contractor and to assist in document management and data entry activities.

The level of effort for specialty testing services, consisting of soil compaction testing, asphalt concrete compaction testing and concrete sampling and testing is decreased by 43% to reflect current rate of specialty inspection and testing for the project. The net budget reduction is reallocated to other tasks within the Scope of Work, as amended, to reduce the total Amendment No. 1 cost.

Task 4 – Document Control and Management

Purpose: The Consultant will provide document and project management services, including project closeout documentation activities. This task will be led by Tom Dugan (RE). An optional service is included that would develop and implement a protocol to test field tablet computers for field staff data entry.

Phase/Duration: Entire Contract Period; March - November 2012

Amendment No. 1:

This amendment eliminates subtask 4.2 – Conformed Phase 1 and Phase 2 Database consisting of the conforming of Phase 1 and Phase 2 database into the City's CIS database. The City will be considering the value of merging the construction data into the field reconnaissance database, which is linked to the City's Customer Information System database. Should the City elect to proceed with conforming of the construction databases with the field reconnaissance database, RMC will perform this work under existing Task Order No. 1 or a separate authorization. The budget for Subtask 4.2 is reallocated to other tasks within the Scope of Work, primarily creating the data entry forms and database used during Phase 2 construction.

This amendment eliminates the remaining unperformed scope of work under Subtask 4.4 – Pilot Program for Testing of Field Tablets. Approximately \$2,500 has been expended on this subtask through May 2012 in researching available field equipment and software. The remaining budget is reallocated to other tasks within the Scope of Work, as amended, to reduce the total Amendment No. 1 cost.

RMC WATER AND ENVIRONMENT

CITY OF LODI

MICHAEL H. MATSON
Sr. Vice President

KONRADT BARTLAM
City Manager

Date

Date

ATTEST:

RANDI JOHL
City Clerk

APPROVED AS TO FORM:

D. STEPHEN SCHWABAUER
City Attorney



Fee Estimate

City of Lodi - Water Meter Program Phase 2 Construction Management Services Amendment No. 1

Construction Management Services Amendment No. 1										Intern Hourly Wage \$ 20.00 \$ 20.00		OH Burden 160%	Profit 10%	Total Multiplier 286.0%												
Tasks		RMC Labor								Nolte Labor						Outside Services				ODCs		Total				
	Mike Matson	Tom Dugan	Kevin Smith	Admin	Accounting	Field Intern Observer	Field Intern Observer	Carlos Felix	Total Hours	Total Labor Costs (1)	Victor Alaniz	Bill Ballou	Mike Wademan	Nolte	Nolte	Total Hours	Total Labor Costs (2)	Neil Anderson, Inc.	Subtotal	Sub Consultant Total Cost (3)	ODCs	Total ODCs (4)	Total Fee			
	PIC Tech Support	RE	Design PM	Project Adminstr	Project Accountant	Intern 2	Intern 1	IT Support			Utility Engineer	Lead Inspector	Mainline Inspector	Inspector DB	CAD			Materials Testing								
	\$265	\$195	\$185	\$95	\$110	\$58	\$58	\$125			\$150	\$140	\$140	\$90	\$60											
Task 1: Engineering Services During Construction																										
1.1 Submittal Review									0	\$0						0	\$0		\$0	\$0		\$0	\$0			
1.2 Clarifications and RFI Responses				208					208	\$38,480						0	\$0		\$0	\$0		\$0	\$38,480			
1.3 Record Drawings									0	\$0						0	\$0		\$0	\$0		\$0	\$0			
1.4 Permit Registration Documents									0	\$0						0	\$0		\$0	\$0		\$0	\$0			
Subtotal Task 1:		0	0	208	0	0	0	0	208	\$38,480	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$38,480			
Task 2: Contract Administration																										
2.1 Contract Award									0	\$0						0	\$0		\$0	\$0		\$0	\$0			
2.2 Pre-Construction Meeting									0	\$0						0	\$0		\$0	\$0		\$0	\$0			
2.3 Monthly Progress Payment									0	\$0						0	\$0		\$0	\$0		\$0	\$0			
2.4 Contract Change Orders									0	\$0						0	\$0		\$0	\$0		\$0	\$0			
2.5 Schedule Review									0	\$0						0	\$0		\$0	\$0		\$0	\$0			
2.6 Construction Progress Meetings (11 Additional)			44						44	\$8,580						0	\$0		\$0	\$0		\$0	\$8,580			
2.7 Public Noticing Support									0	\$0						0	\$0		\$0	\$0		\$0	\$0			
2.8 Meter Assembly Procurement Management									0	\$0						0	\$0		\$0	\$0		\$0	\$0			
2.9 Project Closeout									0	\$0						0	\$0		\$0	\$0		\$0	\$0			
Subtotal Task 2:		0	44	0	0	0	0	0	44	\$8,580	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,580			
Task 3: Field Observation Activities																										
3.1 Monitor Field Activity									0	\$0						0	\$0		\$0	\$0		\$0	\$0			
3.2 Replacement Water Main Installation									0	\$0		286	648			934	\$130,760		\$130,760	\$143,836		\$0	\$143,836			
3.3 Meter Installation						153	264		417	\$24,186						0	\$0		\$0	\$0		\$0	\$24,186			
3.4 Materials Testing									0	\$0						0	\$0	\$ (15,000.00)	\$15,000	-\$16,500		\$0	-\$16,500			
Subtotal Task 3:		0	0	0	0	153	264	0	417	\$24,186	0	286	648	0	0	934	\$130,760	\$ (15,000.00)	\$115,760	\$127,336	\$0	\$0	\$151,522			
Task 4: Document Control Management																										
4.1 Construction Document Management			8						8	\$1,560						0	\$0		\$0	\$0		\$0	\$1,560			
4.2 Conformed Phase 1 and Phase 2 Database									0	\$0						0	\$0		\$0	\$0		\$0	\$0			
4.3 Project Management and QA/QC									0	\$0						0	\$0		\$0	\$0		\$0	\$0			
4.4 Pilot Program for Testing of Field Tablets		-4	-32	-74				-32	-142	-\$24,990		-60				-60	-\$8,400		-\$8,400	-\$9,240	-\$2,000	-\$2,200	-\$36,430			
Subtotal Task 4:		-4	-24	-74	0	0	0	0	-32	-\$134	-\$23,430	0	-60	0	0	0	-\$8,400	\$0	-\$8,400	-\$9,240	-\$2,000	-\$2,200	-\$34,870			
TOTAL		-4	20	134	0	0	153	264	-32	535	\$47,816	0	226		0	0	874	\$122,360	-\$15,000	\$107,360	\$118,096	(\$2,000)	(\$2,200)	\$163,712		

- The individual hourly rates include salary, overhead and profit.
- Subconsultants will be billed at actual cost plus 10%.
- Other direct costs (ODCs) such as reproduction, delivery, mileage (rates will be those allowed by current IRS guidelines), and travel expenses, will be billed at actual cost plus 1
- RMC reserves the right to adjust its hourly rate structure and ODC markup at the beginning of the calendar year for all ongoing contracts.

2. JV# _____

TO:	Internal Services Dept. - Budget Division		
3. FROM:	Rebecca Areida-Yadav	5. DATE:	07/09/2012
4. DEPARTMENT/DIVISION: Public Works			

	FUND #	BUS. UNIT #	ACCOUNT #	ACCOUNT TITLE	AMOUNT
A. SOURCE OF FINANCING	181		3205	Fund Balance	\$ 164,000.00
B. USE OF FINANCING	181	181465	1825.2150	Water Meter Program Phase 2	\$ 164,000.00

Amendment to agreement with RMC Water & Environment for the water meter program phase 2 project.

Department Head Signature: Alvany Mendez

Deputy City Manager/Internal Services Manager	Date

Submit completed form to the Budget Division with any required documentation. Final approval will be provided in electronic copy format.

RESOLUTION NO. 2012-117

A RESOLUTION OF THE LODI CITY COUNCIL AUTHORIZING
CITY MANAGER TO EXECUTE AMENDMENT NO. 1 TO TASK
ORDER NO. 4 OF MASTER PROFESSIONAL SERVICES
AGREEMENT WITH RMC WATER AND ENVIRONMENT FOR
WATER METER PROGRAM PHASE 2 CONSTRUCTION
ADMINISTRATION AND FURTHER APPROPRIATING FUNDS

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WHEREAS, on March 7, 2012, City Council approved Task Order No. 4 to the master professional services agreement with RMC Water and Environment (RMC) for construction administration of the Phase 2 construction project that includes the installation of 26,350 feet of pipe and 2,111 residential water meters; and

WHEREAS, the Phase 2 construction is geographically scattered over a large area with many meter crews engaged in the various installation stages (main tap, bore hole excavation, directional boring, connection to home service, backfill of excavation, surface restoration, temporary paving and final paving), and it is necessary to have additional personnel in the field in order to properly observe the contractor's work, document contract work, document extra work, and adequately deal with customer inquiries; and

WHEREAS, staff recommends execution of Amendment No. 1 to Task Order No. 4 of the Master Professional Services Agreement with RMC Water and Environment.

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby authorize the City Manager to execute Amendment No. 1 to Task Order No. 4 of Master Professional Services Agreement with RMC Water and Environment, of Walnut Creek, California, for Water Meter Program Phase 2 Construction Administration, in the amount of \$163,712; and

BE IT FURTHER RESOLVED that funds in the amount of \$164,000 be appropriated from the Water Fund.

Dated: August 1, 2012

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I hereby certify that Resolution No. 2012-117 was passed and adopted by the City Council of the City of Lodi in a regular meeting held August 1, 2012, by the following vote:

AYES: COUNCIL MEMBERS – Hansen, Johnson, Katzakian, Nakanishi, and Mayor Mounce

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None


RANDI JOHL
City Clerk